



CHILD NUTRITION PROGRAM CERTIFICATION INSTITUTE

2006
Volume 3, Issue 1

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2006 South Dakota
Child Nutrition Program
Certification Institute

The 42st annual South Dakota Child Nutrition Program Certification Institute will be held June 18-23, 2006 in Sioux Falls at the Augustana College campus.

All tracks are 5-day courses and qualify for 30 continuing education credits from the School Nutrition Association (formerly known as ASFSA).

All tracks have a size limit and will be filled on a first come, first serve basis. In order to guarantee your enrollment, complete the online registration form and send in your payment as soon as you can!

Registration Fees -

The Early Bird registration fee is \$150.00 per person if registration form and payment are received before April 28, 2006. The regular registration fee for those received between April 28, 2006 and May 12, 2006 is \$175.00 per person.

Registration deadline is Friday, May 12, 2006!

The registration fee is fully refundable if cancellation is made before May 26, 2006. Cancellation must be through written notice via fax, mail, or email. For cancellations received after May 26, 2006 there will be a charge of \$40.00 per person. Cancellations received after June 9, 2006 and participants that fail to show up at on-site registration will forfeit the entire amount paid.

Meals -

The meal fee for June 18 (supper) through June 23 (lunch) will be \$120.00 regardless of the actual number of meals you eat. A graduation banquet will be held Thursday evening, June 22rd. All participants are expected to attend meals services, including the banquet on Thursday evening. This is an important part of the overall education process.

Lodging -

Lodging will be available in the dorms at Augustana College. The dorm rooms all have elevator access, air-conditioning, and are non-smoking. One set of linens will be provided for you. The dorm room fees, for arrival June 18 and departure June 23, will be \$110.00 for a single room and \$80.00 for a double room. If you have a roommate preference, please list this information on the registration form in the appropriate section.

If you have special needs, due to medical conditions, such as a special diet or a room with provisions not available in the regular rooms, please note the information in the designated space on the registration form.

Additional Information -

Confirmation packets will be mailed to your local agency (school or child care) beginning on April 14, 2006. Confirmation packets will then be mailed out every Friday until Certification Institute begins. Details for on-site registration, class schedules, materials to bring, etc., will be included in the confirmation packets.

On-site registration will be held on Sunday afternoon, June 18, with orientation to follow evening meal. It is important to attend orientation so that you will be aware of the schedule for the week and any changes that may occur.

Classes generally run from 8:00 am - 4:30 pm daily. Classes will also be held on Tuesday evening from 6:00 pm - 8:10 pm. Each participant must attend all classes in order to receive their certificate.



Class Descriptions -

Track 1

This track is for those who are attending Certification Institute for the first time and new child nutrition program employees. Track 1 must be taken before Tracks 2-5 may be taken.

Participants in this track will complete the ServSafe class. An additional \$55.00 will be charged to all Track 1 participants to cover the text book and examination costs. The ServSafe text book will be mailed to Track 1 participants with their confirmation packet. It is expected that Track 1 participants study the text book prior to attending Certification Institute. At the conclusion of the ServSafe class, participants will take the ServSafe exam to become "Certified Food Handlers".

Participants will complete the ServSafe course during the first 2 days of Certification Institute. Track 1 participants will have 1 hour of class on Monday evening. The ServSafe exam will be take on Tuesday evening so that Track 1 participants will be finished at the same time as all other participants on Friday.

ServSafe - 10 Hours - this class will help you:

- Understand food borne illnesses and pathogens causing these illnesses
- Understand the principles of personal hygiene, receiving, storing, preparing food, and pesticide control
- Understand proper cleaning and sanitizing
- Identify the relationship between cross contamination, time and temperature abuse as it applies to preventing food borne illness

Child Nutrition Program Basics - 20 Hours - this class will help you:

- Learn the basics of the child nutrition program and understand basic principles of food production.
- Learn about the Dietary Guidelines for Americans.
- Work as part of the food service team, do a good job and be proud to be a professional.

Track 2

This track is for any employee who has completed Track 1. The classes cover Healthy Edge 2000 and beginning management skills.

Healthy Edge 2000 - 10 Hours - this class will help you:

- Offer nutritious and appealing meals that meet the dietary needs and preferences of children
- Understand Dietary Guidelines for Americans and understand labels on food products.

Menu Planning - 8 Hours - this class will help you:

- Meet the nutrition goals in a variety of ways
- Choose the menu planning system that is right for you
- Understand the principles of successful menu planning
- Work smarter not harder

Commodities - 2 Hours - this class will help you:

- Learn where USDA Donated Foods (commodities) come from and how they get to the local agencies

Communication Skills - 10 Hours - this class will help you:

- Build a quality performance team through communication, team building, motivation, and employee relations

Track 3

This track is for any employee who has completed Track 1. The class emphasis is on quantity food preparation.

Quantity Food Production - 30 Hours - this class will:

- Cover use of standardized quantity recipes to prepare meats, meat alternates, fruits, and vegetables that meet accepted quality standards
- Cover contents of culinary skills for quantity cooking, weights and measures, standardized recipes, kitchen equipment usage, and sanitation

NOTE: Tracks 2 and 3 may be taken in any order once the participant has completed Track 1.

Track 4

Participants must have completed Tracks 1, 2, and 3 before they may take Track 4. The class emphasis is on management.

Managing Course-DECIDE to Succeed - 30 Hours - this class will help you:

- Make good decisions about the basic operations of the child nutrition program

- Understand the administrative aspect of child nutrition programs, as well as menu planning, quality food production and scheduling, ordering and receiving, storage procedures, keeping food safe, and record keeping.

NOTE: Upon completion of Tracks 1-4, participants will graduate from Certification Institute.

Healthier Schools Track (Track 5)

Participants may take this track at any time. This class emphasizes school wellness promotion.

HACCP and food safety - 9 Hours this class will cover:

- Learn the basic HACCP principles to help you better implement this at your site
- Learn the latest about food bioterrorism and food defense procedures and scenerios.

Creating a healthier nutrition environment - 21 Hours -
this class will cover:

- **HealthierUS Challenge:** Learning the requirements and steps for applying for this award from USDA. Includes an overview of Team Nutrition
- The new dietary guidelines, MyPyramid, energy balance, nutrient density and discretionary calories
- **Blowing your own horn:** promoting the good things you do with child nutrition including leadership skills, publicity tips and practice writing press releases and media interviews
- Working with administration, purchasing, budgets and preparation tips for healthy foods such as legumes, whole grains and fresh fruits and vegetables
- Team building within your school and community and finding funding for nutrition projects
- Nutrition education including how to link the classroom to the cafeteria, creating eye catching bulletin boards, nutrition fairs, and other possibilities

Daily Schedule

Sunday, June 18, 2006

- 2:30-5:00pm CST
On-Site Registration
- 2:30-10:00pm CST
Dorm Check-In
- 3:00-5:00pm CST
Math Review Course
- 3:00-5:00pm CST
Intro to Computers
- 5:00pm-7:00pm CST
Supper & Orientation

Monday, June 19, 2006

- 6:30-7:30am CST
On-Site Registration
- 8:00am CST
Classes Start

Tuesday, June 20, 2006

- 6:00-8:10pm CST
Evening Class Session

Wednesday, June 21, 2006

- 6:00-8:00pm CST
Evening Tour

Thursday, June 22, 2006

- 6:00-8:00pm CST
Graduation Banquet

Friday, June 23, 2006

- 7:00-8:00am CST
Dorm Check-Out
- 11:00am-1:00pm CST
Dorm Check-Out
- 12:45pm CST
Classes End

Baking Track

Participants may take the Baking Track at any time. This track is ideal for bakers and any child nutrition program employee interested in learning how to bake quality items in quantity.

Baking - 30 Hours - this class will:

- Prepare child nutrition program employees to use standardized recipes to prepare yeast bread, quick bread, cookies, bars, and cakes that meet quality standards and school/child care meal requirements

Computer Tracks

Participants may take the Computer Tracks at any time.

Entry Level - 30 Hours - this class will:

- Introduce basic skills on keyboarding
- Identify basic computing concepts and terms
- Identify uses for word processing, spreadsheet, and database programs
- Create and edit documents in Word, Excel, and Access programs
- Navigate the Internet, find and use nutrition-related resources on the Internet
- Participants will have lots of opportunities for hands on computer use during the class

NOTE: It is extremely important that you are familiar with using the computer, Word, and Excel programs if you sign up for the Advanced Level Computer Class. If you are not familiar with these programs it is recommended that you sign up for the Entry Level Computer Class.

Advanced Level - 30 Hours - this class will:

- Use an Excel spreadsheet to track free/reduced meal costs
- Track inventory on a spreadsheet
- Analyze information imported from a point-of-service system
- Analyze nutrient content of meals using Nutrikid software, including recipes, menus, production records, inventory, etc.

Optional Activities -

Math Review Session - This is a free session that will be held on Sunday, June 18, 2006 from 3:00pm-5:00pm CST at Augustana College. Materials covered will include the basic math knowledge needed for using the Food Buying Guide, fractions, estimating the quantities of food needed for the number to be served, adjusting recipe yield, etc. This session is strongly recommended for those who work with menu planning and food production. There is NO cost to attend this session. Participants will need to register on-site before 3:00pm if they plan to attend the Math Review Session.

Intro to Computers - This is a free session that will be held on Sunday, June 18, 2006 from 3:00-5:00 pm CST at Augustana College. Materials covered will include very basic information for those not familiar with computers such as how to turn on the computer, using the mouse, opening programs, saving documents, and other beginning basics to prepare participants for the Entry Level Computer class. There is no cost for this session. It is strongly recommended for those who have minimal computer experience to prepare them for the Entry Level Computer Class. Participants should register for this class when submitting their registration for other classes.

Fun Extras - Janelle and Amy are hard at work planning for fun events such as a scavenger hunt and an evening activity.

Attendance Clerks - Attendance Clerks are needed for each Track at Certification Institute. The Attendance Clerk will take attendance for each class session in their Track. The attendance clerk will turn in the attendance sheet at supper each day. If you are interested in volunteering for one of these positions, please indicate in the designated space on the registration form. You will receive additional information in your confirmation packet if you volunteer. Volunteers will receive a thank you gift on Friday as a token of appreciation for their time.



Registration Instructions

1. Fill in First Name of Participant
2. Fill in Last Name of Participant
3. Fill in First and Last Name as you would like to have on Name Tag
4. Fill in First and Last Name as you would like to have on Certificate
5. Fill in Home Phone Number of Participant (this will only be used to contact participant about registration information if needed)
6. Fill in Home Mailing Address of Participant
7. Fill in Home City
8. Fill in Home State
9. Fill in Home Zip Code
10. Fill in Supervisor's Name
11. Fill in Local Agency Name
12. Fill in Local Agency program category - Child & Adult Care Food Program (CACFP) or National School Lunch Program (NSLP).
13. Fill in Work Phone Number of Participant
14. Fill in Work Mailing Address of Participant
15. Fill in Work City
16. Fill in Work State

18. Fill in Sex of Participant - Female or Male

19. Place an X next to the Lodging needs of the participant -
 - No Room Needed (staying off campus or commuting)
 - Single Dorm Room - Put \$110.00 in the amount blank
 - Double Dorm Room - Put \$80.00 in the amount blank

If Double Room and participant has roommate preference, list Roommate Name and Local Agency.

20. Meals - If participant plans to attend the Banquet on Thursday evening, place an X next to Banquet
 - If the participant is bringing guests to the Banquet, place the number of guests in the box next to Guests

Banquet cost per guest is \$12.00 and will be collected at On-Site Registration on June 18th.

21. List special needs, due to medical conditions, such as special diets or a room with provisions not available in a regular room
22. Place an X next to the Track the participant is registering for. Only one Track may be selected.
 - If registering for Track 1, place an X next to ServSafe and put \$55.00 in the amount blank

- Place an X next to ServSafe Test Print Size the participant needs - Regular or Large
 - And Place an X next to the ServSafe Test Language the participant needs
23. If participant would like to attend the free Math Review Session on Sunday, June 18, 3-5 pm, place an X in the box.
 24. If participant would like to attend the free Intro to Computers Session on Sunday, June 18, 3-5 pm, place X in the box.
 25. If the participant would like to be an Attendance Clerk, place an X in the box
 26. Registration Fee -
 - If Registration and Payment are turned in before Friday, April 28, 2006, place an X in the box next to EARLY BIRD and put \$150.00 in the amount blank
 - If Registration and Payment are turned in between Friday, April 28, 2006 and Friday, May 12, 2006, place an X in the box next to REGULAR and put \$175.00 in the amount blank
 27. Total Amount Due - Add the amounts listed in the AMOUNT COLUMN for:
 - LODGING
 - MEALS
 - SERVSAFE - Track 1 Participants Only
 - REGISTRATION

Put the total in the TOTAL AMOUNT DUE blank

CHECKS/MONEY ORDERS MUST BE MADE PAYABLE TO AUGUSTANA COLLEGE

MAIL THE COMPLETED REGISTRATION FORM AND PAYMENT TO:

SHAR VENJOHN
CHILD & ADULT NUTRITION SERVICES-DOE
800 GOVERNORS DRIVE
PIERRE, SD 57501-2235

Important Dates

Friday, April 28, 2006
EARLY BIRD REGISTRATION DEADLINE

Friday, May 12, 2006
REGULAR REGISTRATION DEADLINE

Friday, May 26, 2006
CANCELLATION DEADLINE - TO RECEIVE FULL REFUND

Friday, June 9, 2006
CANCELLATION DEADLINE - \$40.00 CHARGE PER PERSON

CANCELLATIONS RECEIVED AFTER FRIDAY, JUNE 9, 2006 AND PARTICIPANTS THAT FAIL TO SHOW UP WILL FORFEIT THE ENTIRE AMOUNT PAID

JUNE 18 - 23, 2006
CERTIFICATION INSTITUTE

Questions about registration?
Please call CANS at 605-773-3413



Hope to see you in Sioux Falls June 18-23, 2006!

See next page for Registration Form



For Questions Contact:

Amy Richards or Janelle Peterson
Certification Institute Coordinators
Child & Adult Nutrition Services-DOE
800 Governors Drive
Pierre, SD 57501-2235
Email: amy.richards@state.sd.us or
Janelle.peterson@state.sd.us
Phone: 605-773-3413
Fax: 605-773-6846



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**SD Child Nutrition Program
Certification Institute
REGISTRATION FORM**

Instructions for this form are in the newsletter on page 5 and 6. If you have questions please call 605-773-3413

1) FIRST NAME		2) LAST NAME	
3) NAME TAG		4) CERTIFICATE	
5) HOME PH. NUMBER		6) HOME ADDRESS	
7) CITY	8) STATE	9) ZIP CODE	
10) SUPERVISOR'S NAME			
11) LOCAL AGENCY		12) CACFP, NSLP, or Other	
13) WORK PH. NUMBER		14) WORK ADDRESS	
15) CITY	16) STATE	17) ZIP CODE	
18) FEMALE or MALE			
			AMOUNT DUE
19) LODGING	NO ROOM NEEDED		
	SINGLE ROOM		\$110.00
	DOUBLE ROOM		\$80.00
	ROOMMATE'S NAME		
	ROOMMATE'S LOCAL AGENCY		
20) MEALS			\$120.00
	BANQUET		
21) SPECIAL ACCOMODATIONS NEEDED DUE TO MEDICAL CONDITIONS:			
22) TRACKS	COMPUTER ADVANCED		
	COMPUTER ENTRY		
	BAKING		
	HEALTHIER SCHOOLS		
	TRACK 4		
	TRACK 3		
	TRACK 2		
	TRACK 1		
	SERVSAFE		\$55.00
	SERVSAFE	REGULAR	
	TEST PRINT SIZE	LARGE	
	SERVSAFE	ENGLISH	
	TEST LANGUAGE	SPANISH	
		CHINESE	
		KOREAN	
		JAPANESE	
		FRENCH CANADIAN	
23) MATH REVIEW SESSION			
24) INTRO TO COMPUTERS			
25) Yes! I am interested in being an ATTENDANCE CLERK			
26) REGISTRATION	EARLY BIRD by 4/28		\$150.00
	REGULAR by 5/12		\$175.00
27) TOTAL AMOUNT DUE			\$

You may make multiple copies of this form in order to complete registration for more than one person.